

**EMPLOYMENT OPPORTUNITY  
U.S. EMBASSY RECREATION ASSOCIATION  
AMERICAN EMBASSY, RIYADH**

<b><u>JOB TITLE:</u></b>	Pre-School/Day Care Center Lead Teacher
<b><u>HOURS:</u></b>	Full Time 45 hours per week with overtime as necessary
<b><u>SALARY:</u></b>	Hourly wage based on qualifications. U.S. taxes will be deducted if applicable.

The United States Embassy Recreation Association (USERA) is seeking a qualified U.S. citizen or other nationality for the position of Pre-School/Day Care Center Lead Teacher reporting to the Director of Pre-School/Day Care Center. This contract is for one year. The successful applicant will supervise and teach a group of children ages 3-5 for our school. The following is a summary of the basic duties, responsibilities and qualifications required for the position.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Plan daily activities and lesson that correspond with the curriculum
- Teach letters, numbers, and colors
- Maintain a safe and healthy environment
- Plan art, music, and movement activities
- Help students learn personal responsibility and respect for fellow students
- Use appropriate behavior management and classroom discipline
- Attend monthly staff meetings
- Establish consistent communication with parents and children
- Monitor classroom behavior, recognize and adapt to problems
- Supervise Preschool Attendants and Aides
- Assist center Director when needed
- Other duties as assigned

**DESIRED QUALIFICATIONS**

- Bachelors Degree in Education or related field required
- Previous teaching experience required and experience working with young children ages 1-4
- Must love working with children and be pleasant, calm, flexible, and a team player

**APPLICATION PROCEDURE:**

- Applicants should submit a current resume with cover letter to the USERA office by close of business Wednesday, 27 March 2013. Applicant may also submit resume with cover letter to [gwendy2@hotmail.com](mailto:gwendy2@hotmail.com) or [OlveraJJ@state.gov](mailto:OlveraJJ@state.gov)